

# TIP SHEET FOR ONLINE REGISTRATION

## CREATE AN ACCOUNT

### For Residents / Members

If you are a resident of one of the On Top of The World, or Stone Creek communities, please drop by or call our office (352-861-9751) to set up your member account. Members receive a discount on most classes. You **must** have a staff member set up an account for you before your first registration to receive a discount.

### For Non-Residents / Non-Members

If you are not a resident as described above, you can create a student account on your own. From the web site [www.masterthepossibilities.org](http://www.masterthepossibilities.org) click "Sign In" at the top right of the page.

At the bottom of the page that opens is the "Create New Account" section. Type in a username and password. Each needs to be at least six characters. You may use a combination of letters, numbers and special characters. The username is NOT case sensitive. The password IS case sensitive. Fill in the remaining spaces (password confirmation, email, etc.) and press the "Create Account" button.

CREATE NEW ACCOUNT

USERNAME:

PASSWORD:

RETYPE PASSWORD:

EMAIL:

RETYPE EMAIL:

Create Account

## SIGN IN TO REGISTER FOR CLASSES

Once you have a username and password, click "Sign In" on any of the web pages seen when browsing through the [www.masterthepossibilities.org](http://www.masterthepossibilities.org) website.

When the sign in page opens, locate the login area in the bottom left. Enter your username and password created with either method above.

SIGN IN TO EXISTING ACCOUNT

USERNAME:

PASSWORD:

Find My Username  
Reset My Password

Sign In

Should you forget your username, click "Find My Username." Enter the email address used to create your account, and click the "Find My Username" button. The registration system will email it to you. Click "Reset My Password" if you forget it. Enter your "Username" and "Email" on the page that opens, and the system will send a new password to you.

## MAINTAINING YOUR ACCOUNT

Once you log in, you will see the word "Welcome" followed by your first name at the top of the page. The "Sign In" link is replaced with several links:

[Sign Out](#) | [View Cart](#) | [My Account](#) | [Help](#)

Click the "My Account" link to see an overview of your account. The page that opens contains links to your Profile (contact information), a page to change your Username or Password, a History to show your previous purchases, and a Class List containing a listing of classes for which you registered.

**PLEASE NOTE:** Should you forget your username, please **DO NOT** create a new account for further registrations. Please contact the office for assistance (352-861-9751).

## FINDING CLASSES

From the website [www.masterthepossibilities.org](http://www.masterthepossibilities.org), click on "Course Catalog" on the top right.

**View Course Listing by Start Date:** Click this link located right above the subject area pictures. It's a list of courses by start date - refreshed each week. Scroll down the course listings and click a course for details.

**Search Courses by Key Word:** You can search for classes in the "Search" field in the upper right corner. Enter class title, instructor, subject, series title, course number (example: LAN101), or other key words. Click on the magnifying glass and go to the advanced search area. In this section you can search by date of week, time of day, faculty name or subject.

**Search by Subject Area:** Navigate the categories across the page (Arts-Hands on, Humanities, Technology, Business & Legal, Lifestyle & Fun, Health & Wellness, Science and Social Science). Clicking on any of these categories displays a list of courses by main category or subcategory. If you click on the sub-categories (example: Pottery), you will see a list of related courses for those subject areas.

**Finding Course Details:** When you see a course that interests you in any of the views above, click on the course for complete details.

## TIP SHEET FOR ONLINE REGISTRATION

### REGISTERING FOR CLASSES

After you sign in and find a class, click on the **“Add to Cart”** button to start the registration process. The page that opens lists all courses in your cart. Click the **“Remove”** link to delete a course from your cart. Click the **“Return to Course Catalog”** to continue searching for additional classes to add them to your cart. The class registrations are maintained in your cart until you check out. Should you find a class that interests you but is full, click the **“Add to Waitlist”** button if you’d like to be contacted if a space opens in the class.

[Sign Out](#) | [View Cart](#) | [My Account](#) | [Help](#)

When ready to register, click the **“Check Out”** button on your cart page. You can see your cart page at any time by clicking the **“View Cart”** link at the top right of any page. The first stage of the checkout process displays your contact information. Press the **“Edit Profile”** button to make any changes. Otherwise, click the **“Next”** button.

The next page displays the waiver of liability. Students must accept this waiver to register for classes. Click the link to read the entire agreement. Ensure the **“I accept”** box is checked and click **“Next.”**

If you received a **Promo Code** to apply to the cost of a registration, please contact the office. Only office staff can apply promo codes to an order. To continue processing your registration online, leave the promo code field blank and press **“Next.”**

The **Payment Method** page follows. Only payment cards can be used online to pay for classes. If you do not wish to use a payment card, **STOP** and call the office at the phone number listed on the web page.

The **Billing Information** page is then displayed. Check the box indicating the contact and billing info are the same. If not, enter the billing information. Click **“Next.”**

The **Purchase** page shows charges for classes, discounts, billing info. When ready to pay press the **“Purchase”** button

The **Payment** page appears. Master the Possibilities uses an outside vendor to process payments. Enter the

payment card information and press the **“Pay Now”** button. You will receive two emails: one confirming your selection of courses in the order, and another confirming your payment for the registration.

**PLEASE NOTE:** Classes in your cart are in a **“pending”** status until payment is received. This means the seat in the class is not reserved and could be taken by another student who completes payment.

### CANCELATION POLICY

Students may obtain a full tuition refund by notifying the office at least six business days prior to the first day the class begins (unless otherwise stated in the course information). Press the **“Request a Class Cancellation”** button on the **Course Catalog** page to enter the request online. Students who request cancellation less than six business days before a class or do not attend the class forfeit the full tuition paid.

Students may request a credit to their credit card, or a check for cash or check transactions. No refunds will be given for classes less than \$5, unless the class is canceled by Master the Possibilities.

If Master the Possibilities cancels a class at any time, full tuition paid by the student will be issued to the student. Please allow two weeks for processing.

### REQUEST FOR ACCOMODATION

Master the Possibilities, Inc. is committed to providing reasonable accommodations for students with disabilities upon request. If you require an accommodation because of a disability, please contact the office at [MTP@MasterthePossibilities.org](mailto:MTP@MasterthePossibilities.org), or call the Director of Education at (352) 387-7571 as soon as you register for a class, or at least two weeks prior to the date your class begins. If you contact the office, or the Director of Education, less than two weeks prior to the date your class begins for an accommodation because of your disability, we will make every effort to accommodate your primary request, but cannot guarantee that accommodation will be provided.